

Grants Manager
Development Department
Up to £38,000 plus attractive benefits (maternity cover)

About the Royal Academy of Arts

The Royal Academy of Arts is one of the Nation's treasures. It occupies a unique position in being an independent, privately funded institution led by eminent artists and architects. The Royal Academy of Arts is going through its most radical development in its 246 year history. In 2018 (our 250th Anniversary) we will open a brand new campus which unites Burlington House on Piccadilly with Burlington Gardens. This will include a new suite of state of the art galleries, Education Centre and a 265 seat auditorium which will open up the Academy to new audiences for the very first time. We will be a 2 acre site in the heart of London dedicated to the exhibition, creation and debate of the arts.

About this role

We are looking for an experienced and highly-ambitious Grants Manager to join the Capital Campaigns Team who is capable of taking on solicitation of gifts from trusts and major donors. Accustomed to managing high-profile relationships with multiple key stakeholders (from senior staff to external funding bodies) and extensive experience of working with trusts, you will find the role and your team mates to be incredibly rewarding.

We are looking for an exceptional person who is motivated and willing to help us reach the largest fundraising target in the Royal Academy's history by the end of the year whilst helping to lead on the trusts strategy for the next stage of the Campaign. Importantly, the role will also involve acting as the main contact for the Heritage Lottery Fund for phase one and assisting the Director of Public Engagement and Head of Learning in championing the HLF Activity Plan across the organisation.

In the run up to the RA's 250th anniversary, this is an exceptional opportunity to join the Academy at a pivotal moment and to make a major contribution to one of the most significant Capital Campaigns in the UK.

About you

You will possess at least 4 years' experience of trust fundraising. You will have a thorough and up-to-date knowledge of significant trusts, foundations, livery companies and funding bodies who are sympathetic to the arts. Knowledge of educational trusts and foundations would also be hugely beneficial for stage 2 fundraising.

With a proven track record of successfully securing five and six figure gifts, you will have researched, identified and cultivated potential donors. Your written skills will be fluent, convincing and persuasive, to ensure successful applications.

Socially confident, diplomatic, with strong advocacy skills, you will be very comfortable at social events, unafraid of initiating contact and building relationships with sponsors and

funding bodies, including our largest funding body the Heritage Lottery Fund. Previous experience of working with the HLF would be very useful.

Well organised, highly numerate with strong attention to detail, you will be able to gather and present complex information succinctly and clearly. You will be able to produce high standard and easily digestible reports for funding bodies.

Most importantly, you will manage the relationship with and reporting to the Heritage Lottery Fund, to ensure the integration of capital works and HLF Activity Plan across the RA.

An appreciation of the visual arts is preferred, along with a commitment to the vision of the Royal Academy of Arts.

Apply

Candidates must complete an application form to be considered for this position. You will find our application form in the **How to Apply** section of the Careers page of our website: <http://www.royalacademy.org.uk/careers-at-the-ra>.

Candidates who meet our criteria will be met on an ongoing basis up until mid-July; an early application is advised. Should you not hear from us within 10 days of your application, please assume that you have been unsuccessful on this occasion.

JOB DESCRIPTION

Job: Grants Manager
Department: Development
Reports to: Head of Capital Campaigns

MAIN DUTIES

Raising Income

1. To secure large-scale capital expenditure funding from private, corporate, institutional trust, foundations, livery companies and lottery funding bodies. This will include bodies that are sympathetic to both the arts and education.
2. In consultation with key RA personnel, undertake the preparation of multiple funding applications. Where necessary organising visits, presentations, meetings, visual materials necessary to increase potential of securing funding.
3. Research and cultivate new potential donors: trusts, foundations, livery companies, funding bodies located both in the UK and overseas, with a particular focus on higher education funders.
4. Report to the Head of Capital Campaigns on income and expenditure budgets for the trusts and foundations as requested.

Strategy Development and Budgeting

5. Implement the agreed strategy for maximising grants and donations for capital expenditure from the aforementioned bodies.
6. Prepare compelling grant applications to secure capital funding. Thorough with sound attention to detail, able to communicate on paper succinctly and clearly. You will also need to present convincingly to new potential funders which may be unfamiliar with the RA's work.
7. Maintain and develop the trusts and foundations database, ensure their ongoing integrity.
8. Take responsibility for collating information on RA capital projects.
9. Work closely with the Capital Campaigns and Chairman of the Appeal Committee in order to fulfil objectives.
10. Work with the Head of Capital Campaigns and Director of Development to identify overlaps between trusts and foundations and individual prospects or funders.
11. Provide clear, timely and professional internal communication to ensure donor's needs are represented across the organisation in development of capital projects.
12. Where appropriate, organise events specifically for trusts, foundations, and trustees. Liaise with the Events Team as necessary.

HLF and Funder Relationship Management and Coordination

13. Maintain 'good-practice' relationships with funders, including the submission of regular reports, accounts, invitations to talks, tours, projects, workshops, private views, etc.
14. Represent funder's requirements as the Masterplan progresses, and ensure integration of capital works and HLF Activity Programme across the RA.
15. With the Director of Public Engagement and Masterplan Project Director, develop and maintain good working relationship with the HLF, and act as a point of contact.
16. Coordinate the Activity Working Group meetings, including compiling agenda items, papers and actions, and meet with members of the Group on a regular basis to monitor progress. Chair the Activity Plan meetings in absence of Director of Public Engagement.
17. Compile and submit payment requests and progress reports bi-monthly, to include match-funding, Activity Plan programme progress and detailed building plans working on content with the Masterplan Project Director, Head of Procurement, Finance Manager and Activities Working Group.
18. Supporting the Director of Public Engagement and Head of Learning; champion and assist with the delivery of the Activity Plan.
19. Work closely with the Procurement Manager and finance team in relation to HLF project budgets – to ensure HLF expenditure is in line with agreed activities and funds are correctly allocated/ coded.
20. Prepare regular status reports detailing progress against targets and objectives to Briefing Group.

General

21. Line manage an Administrator, coach, motivate, set objectives and monitor performance for this individual, to ensure they reach their potential and deliver a strong contribution to the Capital team.
22. Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed targets.
23. Comply with all relevant Health & Safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
24. Undertake any other duties which may reasonably be allocated by the Deputy Director or other senior officers.

This is not an exhaustive list of duties; you are expected to carry out other activities that are within the scope of the role.

PERSON SPECIFICATION

Knowledge and Experience

- Educated to degree level or equivalent
- At least 4 years' experience of trust fundraising, ideally in the charitable giving sector
- First class knowledge of trusts, foundations, livery companies and funding bodies who may be sympathetic to the arts and education
- Proven track record of raising income to target
- Ideally experience of working with the Heritage Lottery Fund or similar funding body
- Experience of securing five and six figure gifts
- Experience of devising and maintaining budgets
- Supervisory/people management experience preferred

Qualities and Skills

- Excellent written and presentational skills, –articulate, fluent and persuasive
- An enquiring mind, researching prospective funders and keeping up-to-date with potential new funders
- Ability to gather and present information, compile reports, make recommendations, set realistic timetables, to monitor progress, resolve difficulties and ensure plans are fully and successfully implemented
- Ability to translate agreed strategy to achieved objectives
- Excellent interpersonal and communication skills: socially confident, diplomatic and with advocacy skills. Able to manage external contacts, forge strong links and encourage interest, a relationship builder
- A team player: sharing and building on ideas, ability to take the lead on occasion as well as joining and supporting other initiatives
- Well organised, an efficient administrator and project manager: able to co-ordinate own work programme, establish appropriate priorities, undertake own administrative work
- Computer literate: knowledge of Raisers Edge database system an advantage
- Able and willing to work flexible hours
- An active interest in the visual arts and a commitment to the aims and objectives of the Royal Academy